



# California Department of Education Compensatory Education (CE) 2017–18 Program Instrument

## I. Involvement

### CE 01: Local Educational Agency (LEA) Parent Involvement Policy

1.0 The local governing board shall adopt and implement a policy on parent involvement. (California *Education Code* (*EC*) sections (§§) 11500-11504, 51101(b); 20 United States Code (U.S.C.) section (§) 6318(a)(2).)

1.1 The local educational agency (LEA) receiving Title I, Part A funding shall develop jointly with, agree on with, and distribute to parents of participating children, a written Parent Involvement Policy describing how the LEA:

- (a) Involves parents in the joint development of the LEA planning efforts and in the process of school review and improvement. (20 U.S.C. § 6318(a)(2)(A).)
- (b) Provides coordination, technical assistance (TA), and other support to assist schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance. (20 U.S.C. § 6318(a)(2)(B).)
- (c) Builds school and parent capacity for strong parental involvement. (20 U.S.C. § 6318(a)(2)(B).)
- (d) Coordinates and integrates Title I, Part A parental involvement strategies with parental involvement strategies of other programs. (20 U.S.C. § 6318(a)(2)(C).)
- (e) Conducts, with the involvement of parents, an annual evaluation of the content and effectiveness of the Parent Involvement Policy in improving the academic quality of the schools served, including identifying barriers to greater participation by parents in Title I activities; uses the findings of the evaluation to design strategies for more effective parental involvement; and revises, if necessary, the Title I Parent Involvement Policies regarding the following: (20 U.S.C. § 6318(a)(2)(D)-(E).)
  - (1) Barriers to greater participation by parents in activities authorized by this section (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). (20 U.S.C. § 6318(a)(2)(D)(i).)
  - (2) The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers. (20 U.S.C. § 6318(a)(2)(D)(ii).)
  - (3) Strategies to support successful school and family interactions. (20 U.S.C. § 6318(a)(2)(D)(ii).)

(f) Involves parents in activities of schools served by Title I. (20 U.S.C. § 6318(a)(2)(F).)

1.2 The LEA policy on parent involvement for all schools (Title I and non-Title I) in the LEA shall be consistent with the following goals and purposes: (*EC* §§ 11502, 11503, 11504, 11506.)

- (a) Help parents develop skills to use at home that support their children's academic efforts and social development.

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(b) Provide parents with techniques and strategies that they may utilize to improve their children's academic success and to assist their children in learning at home.

(c) Build consistent and effective communication between the home and the school so parents may know when and how to assist their children in learning at home.

(d) Train teachers and administrators to communicate effectively with parents.

1.3 The LEA receiving more than \$500,000 in Title I, Part A funds shall reserve not less than one percent of its allocation to carry out 20 U.S.C. § 6318 including promoting family literacy and parenting skills. (20 U.S.C. § 6318(a)(3)(A).)

1.4 Parents of Title I students shall be involved in the decisions regarding how the one percent reservation for parental involvement is allotted for parental involvement activities. (20 U.S.C. § 6318(a)(3)(B).)

### **Evidence Request Titles**

Annual Distribution of District-Level Parent Involvement Policy

LEA Parent Involvement Policy

LEA Parent Involvement Administrative Regulations

Parent Committee Meeting Agendas, Minutes, and Sign-In Sheets (CE 01, CE 02)

Parent Evaluation of Parent Involvement Policy

### **CE 02: School Parental Involvement Policy**

2.0 With approval from the local governing board, each Title I school shall jointly develop with, and distribute to, parents of Title I students a written Parental Involvement Policy, agreed upon by such parents and updated periodically to meet the changing needs of parents and the school. (20 U.S.C. § 6318(b)(1).)

2.1 The school-level policy shall describe the means for carrying out the requirements of subsections 20 U.S.C. § 6318(c)-(f):

- Policy Involvement
- Shared Responsibilities for High Student Academic Achievement
- Building Capacity for Involvement
- Accessibility

2.2 Policy Involvement. Each Title I school shall involve Title I parents by means of the following activities:

- (a) Convene an annual meeting to inform parents of participating students of the requirements of Title I and their right to be involved. (20 U.S.C. § 6318(c)(1).)
- (b) Offer a flexible number of meetings. (20 U.S.C. § 6318(c)(2).)

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(c) Involve parents of participating students, in an organized, ongoing, and timely way, in the planning, review, and improvement of its Title I programs and parental involvement policy. (20 U.S.C. § 6318(c)(3).)

(d) Provide parents of participating students with timely information about Title I programs. (20 U.S.C. § 6318(c)(4)(A).)

(e) Provide parents of participating students with an explanation of the curriculum, academic assessment, and proficiency levels students are expected to meet. (20 U.S.C. § 6318(c)(4)(B).)

(f) Provide parents of participating students, if requested, with opportunities for regular meetings to participate in decisions relating to the education of their children and respond to any such suggestions as soon as practicably possible. (20 U.S.C. § 6318(c)(4)(C).)

2.3 Shared responsibilities for high student academic achievement. The school-parent compact shall be jointly developed with and distributed to parents of Title I students. The school-parent compact shall outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and describe the means by which the school and parents will build and develop a partnership to help children achieve the state content standards.

The Compact:

(a) Describes the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the state standards. (20 U.S.C. § 6318(d)(1).)

(b) Describes the parents' responsibility to support their children's learning. (20 U.S.C. § 6318(d)(1).)

(c) Addresses the importance of ongoing communication between parents and teachers, ensuring regular two-way, meaningful communication between family members and school staff, in a language that family members can understand. The communication shall include, at a minimum, annual conferences, reports on student progress, reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities. (20 U.S.C. § 6318(d)(2).)

2.4 Building Capacity for Involvement. To build capacity for involvement of parents, each school and LEA shall:

(a) Assist parents in understanding academic content and achievement standards and assessments and how to monitor and improve the achievement of their children. (20 U.S.C. § 6318(e)(1).)

(b) Provide materials and training to help parents work with their children to improve their children's achievement. (20 U.S.C. § 6318(e)(2).)

(c) Educate staff, with the assistance of parents, in the value of parent contributions and how to work with parents as equal partners. (20 U.S.C. § 6318(e)(3).)

(d) Coordinate and integrate parental involvement with other programs and conduct activities that encourage and support parents in more fully participating in the education of their children. (20 U.S.C. § 6318(e)(4).)

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(e) Distribute information related to school and parent programs, meetings, and other activities to the parents of participating students in a format and, to the extent practicable, in a language the parents understand. (20 U.S.C. § 6318(e)(5).)

(f) Provide such other reasonable support for parental involvement activities under this section as parents may request. (20 U.S.C. § 6318(e)(14).)

2.5 Accessibility. Each school and LEA shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory students including providing information and school reports required under 20 U.S.C. Section 6311 in a format and, to the extent practicable, in a language such parents understand. (20 U.S.C. § 6318(f).)

### Evidence Request Titles

Annual Distribution of School-Level Parental Involvement Policy

Parent Committee Meeting Agendas, Minutes, and Sign-In Sheets (CE 01, CE 02)

Records of Activities for Building Capacity for Parent Involvement

School-Parent Compact

School Parental Involvement Policy

## CE 03: Private School Consultation and Participation

3.0 In order to ensure a timely and meaningful consultation about Title I, Part A programs in private schools, the LEA shall annually contact officials at private schools serving students from the LEA's enrollment area to provide eligible students, their teachers, and families an opportunity to participate on an equitable basis in the services and activities. LEAs shall consult with nonprofit private schools serving eligible students pursuant to Elementary and Secondary Education Act (ESEA) Section 1115(b) to ensure that eligible private school students are provided an opportunity to participate in the Title I program. (20 U.S.C. § 6320.)

3.1 For participating private schools, the LEA consulted with appropriate private school officials during the design and development of the program concerning the following: (20 U.S.C. § 6320.)

(a) Identification of students' needs. (20 U.S.C. § 6320(b)(1)(A).)

(b) What services will be offered. (20 U.S.C. § 6320(b)(1)(B).)

(c) How, where, and by whom the services will be provided, including services by a third party provider. (20 U.S.C. § 6320(b)(1)(C).)

(d) How the services will be academically assessed and how the results of the assessment will be used to improve those services. (20 U.S.C. § 6320(b)(1)(D).)

(e) The size and scope of services and the proportion of funds allocated. (20 U.S.C. § 6320(b)(1)(E).)

(f) The method and sources of data to determine the number of low-income private school students from eligible attendance areas. (20 U.S.C. § 6320(b)(1)(F).)

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(g) How and when decisions will be made regarding the delivery of services to private school children. (20 U.S.C. § 6320(b)(1)(G).)

(h) How the LEA will provide in writing to the private school officials an analysis of the reasons for not using a contractor preferred by private school officials. (20 U.S.C. § 6320(b)(1)(H).)

(i) The right to complain to the California Department of Education (CDE) concerning Title I, Part A programs. (20 U.S.C. § 6320(b)(6)(A).)

3.2 The consultation includes meetings of LEA and private school officials and occurs before the LEA makes any decision that affects the opportunities of eligible private school children to participate in the Title I program. The consultation meetings continue throughout implementation and assessment of Title I services. (20 U.S.C. § 6320(b)(3).)

3.3 The LEA maintains a written affirmation signed by the participating private schools that the required consultation has occurred. (20 U.S.C. § 6320(b)(5).)

3.4 For participating private schools, the LEA provides equitable educational services and benefits to address the needs of eligible private school students, their teachers, and their families. (20 U.S.C. § 6320(a)-(c); Title 5, *California Code of Regulations* (5 CCR), § 3943.)

(a) Educational services are provided in a timely manner. (20 U.S.C. § 6320(a)(3).)

(b) The LEA expends equal per-pupil amounts for educational services and other benefits for eligible private and public school students. (20 U.S.C. § 6320(a)(4).)

(c) Educational services provided by the LEA are secular, neutral, and non-ideological. (20 U.S.C. § 6320(a)(2).)

(d) Teachers of Title I, Part A students in private schools participate on an equitable basis in professional development (PD) activities. (20 U.S.C. § 6320(a)(1).)

(e) The LEA applies an equitable low-income measure to calculate the number of students in private schools. (20 U.S.C. § 6320(c)(1).)

(f) Parents participate on an equitable basis in parental involvement services and activities. (20 U.S.C. § 6320(a)(1).)

### Evidence Request Titles

Consultation with Private Schools (CE 03, RS 01)

Dated Notice of ESEA Eligibility to Private Schools in LEA and Adjacent LEAs (CE 03, ME 02, ME 13)

Private School Affirmation (CE 03, ME 02, ITQ 06)

Private School Program Description

Title I Program Description for Private School Students

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### II. Governance and Administration

#### CE 04: Monitoring Local Educational Agency Planning Efforts

4.0 An LEA operating ESEA Title I programs shall implement, monitor, and review the effectiveness of efforts described in approved district level planning documents to help low-achieving children meet challenging academic achievement standards. (20 U.S.C. § 6312(b)(1).)

4.1 The LEA shall periodically review and, as necessary, revise its district level planning documents, which shall remain in effect for the duration of the LEA's participation under this part. (20 U.S.C. § 6312(a)(5).)

4.2 The LEA shall describe how it will identify and address any disparities that result in low-income students and minority students being taught at higher rates than other students by ineffective, inexperienced, or out-of-field teachers. (20 U.S.C. § 6312(b)(2).)

#### Evidence Request Titles

District Level Planning Documents (CE 04, CE 18, ITQ 01, ITQ 02, ITQ 03, ITQ 04)

District Level Planning Implementation and Monitoring Documents

#### CE 05: Schoolsite Council (SSC) Composition

5.0 In a schoolwide program (SWP), the SSC is composed of the following members selected by peers. (*EC* §§ 52852, 64001(g).)

(a) In elementary schools, half the members shall consist of the principal, classroom teachers, and other school personnel. Classroom teachers shall make up a majority of this group. The remaining half of the members shall consist of parents or other community members selected by parents.

(b) In secondary schools, half of the members shall consist of the principal, classroom teachers, and other school personnel. Classroom teachers shall make up a majority of this group. The remaining half of the members shall consist of equal numbers of students selected by students, and parents, or other community members selected by parents.

#### Evidence Request Titles

Records of SSC Peer Selections (CE 05, NorD 05)

Single Plan for Student Achievement (SPSA) (CE 05, CE 06, CE 09, CE 16, FM 01, FM 02, FM 03, FM 05, ME 05, ME 13, NorD 05, Nord 06)

SSC Roster with Membership Categories

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### CE 06: School Site Activities

#### 6.0 Schoolwide Programs

- (a) The SWP school shall develop amendments to its existing Single Plan for Student Achievement (SPSA) plan during the first year of the Every Student Succeeds Act implementation to reflect law provisions. (20 U.S.C. § 6314(b)(1)(B).) *(For fiscal year 2017–18.)*
- (b) The SPSA is developed with parents, community members, teachers, principals, other school leaders, secondary students, paraprofessionals, and other interested individuals or groups as determined by the school. (20 U.S.C. § 6314(b)(2).)
- (c) The SPSA shall remain in effect for the duration of the school's participation under this part and is reviewed and revised as necessary. (20 U.S.C. § 6314(b)(3).)
- (d) The SPSA shall be available to the LEA, parents, and the public, in a language the parents can understand. (20 U.S.C. § 6314(b)(4).)
- (e) The SPSA shall include coordination and integration of federal, state, and local services and programs. (20 U.S.C. § 6314(b)(5).)
- (f) The SPSA is based on a comprehensive needs assessment of the entire school which takes into account information on the academic achievement of children in relation to the challenging state academic standards. (20 U.S.C. § 6314(b)(6).)
- (g) The SPSA shall include a description of methods and instructional strategies that strengthen the academic program in the school, increase the amount and quality of learning time, help provide an enriched and accelerated curriculum, and address the needs of all children in the school, but particularly the needs of those at risk of not meeting the challenging state academic standards. (20 U.S.C. §§ 6314(b)(6), 6314(b)(7)(A)(i), (ii), (iii).)

#### 6.1 Targeted Assistance School Programs

- (a) The targeted assistance school (TAS) program shall use resources to help eligible children meet the challenging state academic standards. (20 U.S.C. § 6315(b)(2)(A).)
- (b) The TAS program shall serve participating students by using effective methods and instructional strategies that strengthen the academic program of the school. (20 U.S.C. §§ 6315(b)(2)(B), 6315(c)(2)(A).)
- (c) The TAS program shall coordinate with and support the regular education program of the school. (20 U.S.C. § 6315(b)(2)(C).)
- (d) The TAS program shall provide PD to teachers, principals, school leaders, paraprofessionals, and other school personnel who work with eligible children. (20 U.S.C. § 6315(b)(2)(D).)
- (e) The TAS program shall implement strategies to increase parent involvement of eligible children. (20 U.S.C. § 6315(b)(2)(E).)
- (f) The TAS program, as applicable, shall include coordination and integration of federal, state, and local services and programs. (20 U.S.C. § 6318(b)(2)(F).)

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### **Evidence Request Titles**

Single Plan for Student Achievement (SPSA) (CE 05, CE 06, CE 09, CE 16, FM 01, FM 02, FM 03, FM 05, ME 05, ME 13, NorD 05, NorD 06)

SSC Reviews SPSA (CE 06, CE 19, NorD 06)

TAS Program Summary (CE 06, NorD 06)

TAS Program Summary Expenditure Report (CE 06, NorD 06)

### **CE 07: Provides Notices in Parents' Primary Languages**

7.0 The LEA must provide parents with information on school and parent activities in a format and, to the extent practicable, in a language the parents can understand. (20 U.S.C. § 6318(e)(5).)

7.1 When 15 percent or more of students enrolled in a public school speak a primary language other than English, as determined by language census data from the preceding year, all notices, reports, statements, and records sent to parents of such students are written in English and the primary language. (EC § 48985.)

### **Evidence Request Titles**

Parent Information and Activity Notices in English and in Appropriate Languages (CE 07, NorD 07)

### **CE 08: Title I for Supplemental Language Instruction**

8.0 Each LEA using Title I, Part A funds to provide a language instruction educational program as determined in Title III shall meet parent notification requirements for parents of limited English proficient children identified for participation or participating in such a program. The notification requirements shall be provided in a language that the parents can understand. (20 U.S.C. § 6312(e)(4).)

8.1 The LEA shall, no later than 30 days after the beginning of the school year, inform a parent or parents of a limited English proficient child identified for participation or participating in such a program of the following:

- (a) Reasons for the student's identification as limited English proficient and the need to participate in English language development (ELD). (20 U.S.C. § 6312(e)(3)(A)(i).)
- (b) Student's level of English proficiency, the means of assessment, and the status of the student's academic achievement. (20 U.S.C. § 6312(e)(3)(A)(ii).)
- (c) Methods of instruction used in the program and in all other available programs, including how such programs differ in content, instructional goals, and the use of English and native language instruction. (20 U.S.C. § 6312(e)(3)(A)(iii).)
- (d) How the program will meet the educational strengths and needs of their student. (20 U.S.C. § 6312(e)(3)(A)(iv).)



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(e) How the program will help their student learn English and meet age-appropriate academic achievement standards for grade promotion and graduation. (20 U.S.C. § 6312(e)(3)(A)(v).)

(f) Specific exit requirements of the program. (20 U.S.C. § 6312(e)(3)(A)(vi).)

(g) In the case of a child with a disability, how the program meets the objectives of the individualized education program of the student. (20 U.S.C. § 6312(e)(3)(A)(vii).)

(h) Information pertaining to parental rights that includes the following guidance:

(1) Detailing the right that parents have to have their child immediately removed from such program upon request; (20 U.S.C. § 6312(e)(3)(A)(viii)(I).)

(2) Detailing the options that parents have to decline to enroll their child in such program or to choose another program or method of instruction, if available; and (20 U.S.C. § 6312(e)(3)(A)(viii)(II).)

(3) Assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the eligible entity (20 U.S.C. § 6312(e)(3)(A)(viii)(III).)

8.2 For those children who have not been identified as limited English proficient prior to the beginning of the school year, the LEA shall notify parents within the first two weeks of the child's placement in the language instruction educational program. (20 U.S.C. § 6312(e)(3)(B).)

8.3 The LEA shall implement effective means of outreach to parents of limited English proficient students to inform the parents how they can be involved in the education of their children and be active participants in assisting their children to attain English proficiency, achieve at high levels in core academic subjects, and meet challenging academic content standards expected of all students, including holding, and sending notice of opportunities for, regular meetings for the purpose of formulating and responding to recommendations from parents of students. (20 U.S.C. § 6312(e)(3)(C).)

### Evidence Request Titles

LEA Summary Budget and Expenditure Reports for LEA Title I Funds for EL Instruction (CE 08, CE 09)

Notification to Parents Regarding EL Students

### III. Funding

#### CE 09: LEA Disburses Funds Consistent with Consolidated Application and Reporting System (CARS)

9.0 The LEA must disburse Title I, Part A funds in accordance with the approved CARS. (EC §§ 64000(c), 64001(g); 20 U.S.C. § 6301 et seq.)

9.1 The LEA must expend Title I, Part A funds reserved in CARS for the stated and approved purpose of the reservation. (20 U.S.C. §§ 6313(a)(1), 6313(c)(3), 6318(a)(3)(A); EC § 62002.)

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### **Evidence Request Titles**

Funding Allocations for Title I Private School services (CE 09, CE 15)

LEA Summary Budget and Expenditure Reports for LEA Title I Funds for EL Instruction (CE 08, CE 09)

LEA Summary Budget and Expenditure Reports for Title I, Part A Services to Private Schools (CE 09, CE 15)

LEA Summary Budget and Expenditure Reports for All Title I, Part A LEA Reservations and Site Allocation (CE 09, CE 10)

General Ledger (AE 03, CE 09, CE 10, CTE 05, FM 01, FM 02, FM 03, FM 04, FM 05, FM 06, ITQ 05, ITQ 06, ITQ 07)

Position Control Report for All Title I, Part A Staff (CE 09, CE 10, CE 13)

School Site Summary Budget and Expenditure Reports for Title I (CE 09, CE 10, CE 22)

Single Plan for Student Achievement (SPSA) (CE 05, CE 06, CE 09, CE 16, FM 01, FM 02, FM 03, FM 05, ME 05, ME 13, NorD 05, Nord 06)

### **CE 10: LEA Uses Title I Funds for Direct Services**

10.0 For programs funded by Title I, Part A, the LEA must use no less than 85 percent of those apportionments at school sites for direct services to students. (EC § 63001.)

### **Evidence Request Titles**

Duty Statements/Job Descriptions (CE 10, CE 13)

General Ledger (AE 03, CE 09, CE 10, CTE 05, FM 01, FM 02, FM 03, FM 04, FM 05, FM 06, ITQ 05, ITQ 06, ITQ 07)

LEA Summary Budget and Expenditure Reports for All Title I, Part A LEA Reservations and Site Allocation (CE 09, CE 10)

Personnel Activity Reports (PARs) (CE 10, CE 13, FM 01, FM 03, HE 10, NorD 12)

Position Control Report for All Title I, Part A Staff (CE 09, CE 10, CE 13)

School Site Summary Budget and Expenditure Reports for Title I (CE 09, CE 10, CE 22)

Semiannual Certifications (If applicable) (CE 10, CE 13, NorD 12)

Timesheets or Equivalent Documents (CE 10, CE 13, NorD 12)

### **CE 11: LEA Conducts Comparability Calculations**

11.0 The LEA must have written assurances showing comparability of services across district schools. The assurances must address the following items: (1) LEA salary schedule; (2) ensure equivalence among schools in teachers, administrators, and other staff; and (3) ensure

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equivalence among schools in the provision of curriculum materials and instructional supplies. (20 U.S.C § 6321(c).)

11.1 The LEA must maintain records that are updated biennially to demonstrate compliance and maintain data to support allowable exclusions of funds and/or staff from the calculations; evidence that non-Title I schools and locally-funded charter schools have been included in the calculation; and evidence that data for staff and students were collected on the same date. (20 U.S.C. § 6321(c).)

### **Evidence Request Titles**

Comparability calculation forms and supporting data

Local board-approved policy and procedures for Title I, Part A comparability

## **CE 12: Supplement Not Supplant with CE Funds**

12.0 The LEA must allocate Title I, Part A funds to eligible sites only to supplement, and not supplant, state and local funds. (20 U.S.C. § 6321(b)(1), (d).)

### **Evidence Request Titles**

Comparability Calculation Forms

## **CE 13: LEA Administrative Charges; Time Accounting**

13.0 The LEA must properly charge and document allowable salaries and wages that are reasonable and necessary in accordance with applicable Title I, Part A program requirements. (2 Code of Federal Regulations (CFR) §§ 200.430(a) and (i), 200.61–62, 200.302.)

### **Evidence Request Titles**

Duty Statements/Job Descriptions (CE 10, CE 13)

Personnel Activity Reports (PARs) (CE 10, CE 13, FM 01, FM 03, HE 10, NorD 12)

Position Control Report for All Title I, Part A Staff (CE 09, CE 10, CE 13)

Semiannual Certifications (If applicable) (CE 10, CE 13, NorD 12)

Timesheets or Equivalent Documents (CE 10, CE 13, NorD 12)

## **CE 14: LEA Equipment Inventory**

14.0 The LEA spending Title I, Part A funding on equipment must maintain a historical inventory record for each piece of equipment with an acquisition cost of \$500 or more per unit. The record describes the acquisition by:

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- (a) Type/description
- (b) Model/name
- (c) Serial number
- (d) Funding source
- (e) Acquisition date
- (f) Cost
- (g) Location
- (h) Current condition
- (i) Transfer, replacement, or disposition of obsolete or unusable equipment (*EC* § 35168; 5 *CCR* § 3946; 2 *CFR* § 200.313(d)(1).)

14.1 The school district must conduct a physical check of the inventory of equipment within the past two years and reconcile the result with inventory records. (2 *CFR* § 200.313(d)(2).)

### Evidence Request Titles

Equipment Inventory Records (CE 14, NorD 08)

## CE 15: Private Schools: LEA Control of Funds

15.0 For private schools, the LEA shall administer and maintain control of funds, materials, equipment, and property. (20 U.S.C. § 6320(d)(1).)

15.1 The LEA shall provide funding to serve eligible private school students residing in an eligible public school attendance area even if the LEA did not allocate Title I, Part A funds to that public school. (20 U.S.C. § 6313(b)(2).)

15.2 Title I services to students in private schools must be provided by individuals or organizations independent of the private school and independent of any religious organization and such employment or contract shall be under the control and supervision of the LEA. (20 U.S.C. § 6320(d)(2)(B).)

### Evidence Request Titles

Funding Allocations for Title I Private School Services (CE 09, CE 15)

LEA Summary Budget and Expenditure Reports for Title I, Part A Services to Private Schools (CE 09, CE 15)

Third Party Provider Contract, as Applicable

## CE 16: CE Early Childhood Development

16.0 If the LEA uses Title I, Part A funds to provide early childhood development services to low-income children below the age of compulsory school attendance, the services must comply

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with the established performance standards established under the Head Start Act. (20 U.S.C. § 6312(c)(7).)

### Evidence Request Titles

Early Childhood Development Curriculum Alignment with Head Start Program Performance Standards

Early Childhood Development Lesson Plan documentation

Single Plan for Student Achievement (SPSA) (CE 05, CE 06, CE 09, CE 16, FM 01, FM 02, FM 03, FM 05, ME 05, ME 13, NorD 05, Nord 06)

## IV. Standards, Assessment, and Accountability

### CE 17: LEA Posts School Accountability Report Card (SARC)

17.0 The LEA must annually issue and update a SARC for each school in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand, that contains all required elements, including the following: (20 U.S.C. § 6311(h)(2)(B)(ii); *EC* §§ 33126, 35256.)

(a) The student achievement on statewide academic assessment compared to students in the state. (20 U.S.C. § 6311(h)(2)(C)(i).)

(b) Estimated expenditures per pupil and types of services funded. (*EC* § 33126(b)(3).)

(c) Contact information pertaining to organized opportunities for parental involvement. (*EC* § 33126(b)(15).)

(d) The total number of the school's fully credentialed teachers;

The number of teachers relying upon emergency credentials;

The number of teachers working without credentials;

Any assignment of teachers outside other subject areas of competence;

Misassignments, including misassignments of teachers of English learners (ELs), and;

The number of vacant teacher positions for the most recent three-year period. (*EC* § 33126(b)(5).)

17.1 The LEA shall publicize the SARC for each school, and notify parents or guardians of students that a hard copy will be provided upon request. The LEA that is connected to the Internet shall make the information contained in the SARC accessible on the Internet and make the information widely available through public means. (20 U.S.C. § 6311(h)(2)(B)(iii); *EC* §§ 35256(c), 35258.)

### Evidence Request Titles

SARC Hard Copy Availability Notification (CE 17, HE 11)

School Accountability Report Card (SARC) (CE 17, HE 11, ITQ 08, PE 01)

### CE 18: LEA Evaluates Effectiveness of Programs

18.0 The LEA shall annually evaluate the effectiveness of the activities funded by the Title I program using academic assessment criteria developed by the local governing board as

## 2017–18 CE Program Instrument (Continued)

described in the district level planning documents, including the results from state assessments and other available measures to determine whether schools are making progress. (20 U.S.C. § 6312(a)(5); *EC* § 64001(g).)

18.1 The LEA must review the effectiveness of the actions and activities included in the district level planning documents and the SPSA; and the LEA must use the evaluation to improve the educational programs with respect to parental involvement, PD, and other activities. (*EC* § 64001(g).)

18.2 The LEA must assist schools in developing and implementing school plans and identifying high-quality and effective curricula to meet state academic content standards. (20 U.S.C. § 6312(b)(1)(D).)

### Private Schools

18.3 The LEA must annually assess services to Title I, Part A students in private schools and discuss how assessments will be used to improve those services. (20 U.S.C. § 6320(b)(1)(D).)

### Evidence Request Titles

District Level Planning Documents (CE 04, CE 18, ITQ 01, ITQ 02, ITQ 03, ITQ 04)

LEA Title I Program Evaluation (CE 18, NorD 13)

Specific Program Modifications Based on Evaluation Results (CE 18, CE 19, NorD 13)

## CE 19: SSC Evaluates SPSA Services

19.0 In a SWP, the SSC shall evaluate the goals and strategies described in the SPSA funded by the Title I program to determine if the needs of all children have been met, particularly the academic achievement needs of low-achieving students and those at risk of not meeting the state's student academic achievement standards. (20 U.S.C. § 6314(b)(3).)

19.1 Title I targeted assistance schools shall review, on an ongoing basis, the progress of participating students and revise the targeted assistance program, if necessary, to provide adequate assistance to enable them to meet the state's student academic standards. (20 U.S.C. § 6315(b)(2)(G)(iii).)

19.2 In Title I SWP schools, the SPSA shall describe how the school will implement all components of the SWP. (20 U.S.C. § 6314(b)(3).)

19.3 In Title I SWP schools, the SPSA goals shall be based on an analysis of verifiable data. (*EC* § 64001(f).)

### Evidence Request Titles

Specific Program Modifications Based on Evaluation Results (CE 18, CE 19, NorD 13)

Single Plan for Student Achievement (SPSA) (CE 05, CE 06, CE 09, CE 16, CE 19, FM 01, FM 02, FM 03, FM 05, NorD 05, NorD 06, FR 01, FR 02, ME 04, ME 05, ME 14)

SPSA Evaluation Reports and other Evidence (CE 19, NorD 14)

SSC Reviews SPSA (CE 06, CE 19, NorD 06)

## 2017–18 CE Program Instrument (Continued)

### V. Staffing and PD

#### CE 20: Teacher Requirements

20.0 LEAs will ensure that all teachers working in Title I funded schools meet applicable state certification and licensure requirements. (20 U.S.C. § 6312(c)(6).)

##### Evidence Request Titles

Certificated Staff and Credentials

#### CE 21: Paraprofessionals Meet Qualifications

21.0 Paraprofessionals working in a program supported with Title I funds must have a secondary school diploma, or its recognized equivalent, and possess at least one of the following qualifications: (20 U.S.C. § 6312(c)(6); EC § 45330.)

(a) They have completed at least two years of study at an institution of higher education.

(b) They have obtained an associate's or higher degree.

(c) They have met a rigorous standard of quality and can demonstrate, through a locally determined academic assessment, knowledge of and the ability to assist in instructing reading, writing, and mathematics (or readiness in those subjects, as appropriate).

(20 U.S.C. § 6311(g)(2)(J) and (M).)

21.1. Paraprofessionals assigned to programs supported by Title I funds must provide instructional services under the direct supervision of a qualified teacher. (20 U.S.C. § 6311(g)(2)(J) and (M).)

##### Evidence Request Titles

Credentials of Certificated Staff Supervising Paraprofessionals

Paraprofessional Qualifications

#### CE 22: School Resources for PD

22.0 The school shall devote sufficient resources to high-quality and ongoing PD for staff and parents, as appropriate, that improves instruction and enables all public school students to reach proficiency on state academic content standards. (20 U.S.C. §§ 6314(b)(7)(A)(iii)(IV), 6315(b)(2)(D), 6315(d).)

22.1 When Title I funds are reserved for PD, the LEA must allocate an equitable amount to provide PD for private school teachers to better serve the academic needs of Title I participants. (20 U.S.C. § 6320(a)(3)(A).)

##### Evidence Request Titles

Professional Development Activities, Agendas, and Evaluations

## **2017–18 CE Program Instrument (Continued)**

School Site Summary Budget and Expenditure Reports for Title I (CE 09, CE 10, CE 22)

Third Party Provider Contracts and Invoices

### **CE 23: TAS: Staff Duties Equivalent to Non-Title I**

23.0 In a TAS, Title I funded staff members may assume duties that are assigned to non-Title I funded staff only if the amount of time spent on such duties is equivalent to that of similar personnel. (20 U.S.C. § 6315(d)(2).)

#### **Evidence Request Titles**

Title I and Non-Title I Staff Duty Assignments

## **VI. Opportunity and Equal Educational Access**

### **CE 24: Objective Criteria Identifying Students**

24.0 For TAS and private schools, the local governing board must establish and the schools must use multiple, educationally related, and objective criteria to identify students eligible for services. (20 U.S.C. §§ 6315(b)(1), 6315(c)(1)(B), 6315(c)(2), 6320(b)(1); 5 *CCR* § 3942.)

24.1 The Title I, Part A program shall serve eligible students in TAS and in private schools utilizing the following Title I eligibility criteria: (20 U.S.C. §§ 6315(c)(1)(B), 6320(b)(1).)

- (a) Preschool through grade two: identification solely on the basis of criteria, including objective criteria, as established by the LEA and supplemented by the school.
- (b) Grades three through twelve: identification of those who are failing, or are most at risk of failing, to meet the state's academic content standards.

#### **Evidence Request Titles**

LEA Board Policy Establishing Title I Student Identification Criteria



## 2017–18 CE Program Instrument (Continued)

### CE Evidence Requests

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#### Annual Distribution of District-Level Parent Involvement Policy

AnlDstrbtrnDstrctLvlPrntInvlvmntPlcy

**Description:** Evidence to show how the district-level Parent Involvement Policy has been annually distributed to parents of Title I, Part A students.

**Item Instructions:**

**Related Items:** CE 01

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#### Annual Distribution of School-Level Parental Involvement Policy

AnlDstrbtrnSchlLvlPrntInvlvmntPlcy

**Description:** Evidence to show how the school-level Parental Involvement Policy has been annually distributed to parents of Title I, Part A students.

**Item Instructions:** CE 02: If the school-level Parental Involvement Policy is annually distributed in the Student Handbook, upload the cover page, table of contents, and actual pages that include the policy.

**Related Items:** CE 02

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#### Certificated Staff and Credentials

CrtStfCrndnt

**Description:** For each sample school, upload a table of teachers and credentials containing: name, credential(s), current assignment(s), and years of experience.

**Item Instructions:**

**Related Items:** CE 20

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## 2017–18 CE Program Instrument (Continued)

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### Comparability Calculation Forms

CmpbCalcFrms

**Description:** Current completed LEA comparability calculation form; see CDE web page for information: <http://www.cde.ca.gov/sp/sw/t1/compar.asp>.

**Item Instructions:** CE 12: This item is not applicable for county offices, one school districts, and charter schools.

**Related Items:** CE 12

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### Comparability Calculation Forms and Supporting Data

CmpbCalcFrmsData

**Description:** Current completed LEA comparability calculation form with data; see CDE web page for information: <http://www.cde.ca.gov/sp/sw/t1/compar.asp>.

**Item Instructions:** CE 11: This item is not applicable for county offices, one school districts, and charter schools.

**Related Items:** CE 11

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### Consultation with Private Schools

Cnslnpvtscsls

**Description:** Documents that show how the LEA consulted with private schools regarding participation in Federal programs. Meeting minutes, emails or affirmations of consultation.

**Item Instructions:**

**Related Items:** CE 03, RS 01

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### Credentials of Certificated Staff Supervising Paraprofessionals

CrtfctdStfSprvsngPrprfCrd

**Description:** List of certificated teachers in all reviewed schools who supervise a paraprofessional, with teacher credential listed.

**Item Instructions:**

**Related Items:** CE 21

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## 2017–18 CE Program Instrument (Continued)

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### Dated Notice of ESEA Eligibility to Private Schools in LEA and Adjacent LEAs

PrvtSchlNtcESEAElgblty

**Description:** Dated communication to private schools regarding eligibility for Title I services.

**Item Instructions:** CE 03: Dated communication to private schools stating the private school is eligible for Title I services.

**Related Items:** CE 03, ME 02, ME 13

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### Duty Statements/Job Descriptions

DtyStmntJobDscrp

**Description:** Duty statement or job description for each staff funded all or in part with Title I, Part A funds at the district level and at each reviewed school.

**Item Instructions:** CE 10: For multi-funded staff, the duty statement should clearly identify the duties from each fund source.

**Related Items:** CE 10, CE 13

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### District Level Planning Documents

DstrctLvPlngDocs

**Description:** Copy of the current approved district level planning documents; include page references for each instrument item using the description.

**Item Instructions:** CE 04: Current district level planning documents most recently approved by the local governing board, which should be reviewed periodically and updated to reflect current programs.

**Related Items:** CE 04, CE 18, ITQ 01, ITQ 02, ITQ 03, ITQ 04

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### District Level Planning Implementation and Monitoring Documents

DstrctLvPlngImplMntDocs

**Description:** Materials from local governing board and other LEA documents providing evidence of implementation monitoring of the district program funded by Title I.

**Item Instructions:**

**Related Items:** CE 04

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## 2017–18 CE Program Instrument (Continued)

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### Early Childhood Development Curriculum Alignment with Head Start Program Performance Standards

ECDevlpmntCurclm

**Description:** Evidence that LEA's Title I funded early childhood development curriculum meets or aligns with Head Start program performance standards:  
<http://www.cde.ca.gov/sp/sw/t1/headstartstand.asp>.

**Item Instructions:**

**Related Items:** CE 16

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### Early Childhood Development Lesson Plan Documentation

ErlyChldhdDvlpLsnPln

**Description:** Documentation of LEA's Title I funded early childhood development lesson plans that meet or align with Head Start program performance standards:  
<http://www.cde.ca.gov/sp/sw/t1/headstartstand.asp>.

**Item Instructions:**

**Related Items:** CE 16

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### Equipment Inventory Records

EquInvRec

**Description:** Historical inventory list of all equipment purchased for \$500 or more per Education Department General Administrative Regulations (EDGAR /CA EC requirements and a record of last physical check of items. If no purchases were made, indicate that in a comment.

**Item Instructions:** CE 14: Evidence the physical check has occurred for equipment purchased with Title I, Part A funds.

**Related Items:** CE 14, NorD 08

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## 2017–18 CE Program Instrument (Continued)

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### Funding Allocations for Title I Private School Services

FndngAlctnsTtlPrvtSchISrvcs

**Description:** Budget report showing funds for private school services.

**Item Instructions:**

**Related Items:** CE 09, CE 15

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### General Ledger

GnLdgr

**Description:** Detailed general ledger for the specific resource code(s) being reviewed. The general ledger should include the date, description, vendor name, and total amount for each expenditure line item.

**Item Instructions:** CE 09: Resource code 3010—upload general ledger for Title I, Part A funded expenditures during reviewed school year at the district level and for each reviewed school.

**Related Items:** AE 03, CE 09, CE 10, CTE 05, FM 01, FM 02, FM 03, FM 04, FM 05, FM 06, ITQ 05, ITQ 06, ITQ 07

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### LEA Board Policy Establishing Title I Student Identification Criteria

LEABrdPlcyTtlStdntIDCr

**Description:** Board policy establishing identification criteria for eligibility in TAS and private non-profit schools.

**Item Instructions:** CE 24: If sample schools are not TAS, respond to the requirements for private non-profit schools only.

**Related Items:** CE 24

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### LEA Parent Involvement Administrative Regulations

LEAPrntAdmnReg

**Description:** LEA parent involvement administrative regulations. See sample administrative regulations (AR6020) at: <http://www.cde.ca.gov/ls/pf/pf/>.

**Item Instructions:**

**Related Items:** CE 01

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## 2017–18 CE Program Instrument (Continued)

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### LEA Parent Involvement Policy

LEAPrntInvlvmntPlcy

**Description:** Current version. This may be included in the board policy, administrative regulations, or Parent handbook.

**Item Instructions:** CE 01: LEA level Parent Involvement Policy. See sample LEA policy (BP6020) at: <http://www.cde.ca.gov/ls/pf/pf/>.

**Related Items:** CE 01

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### LEA Summary Budget and Expenditure Reports for All Title I, Part A LEA Reservations and Site Allocation

LEASmryBdgtRsrvtn

**Description:** For the district office, upload an expenditure report for all LEA Title I required and allowable reservations and sorted by object and resource codes. For each reviewed school, upload an expenditure report that matches the school site allocation as indicated in CARS. Include amounts sorted by school site, resource, and object.

**Item Instructions:** CE 09: Specific to Title I, Part A resource code 3010.  
CE 10: Specific to Title I, Part A resource code 3010.

**Related Items:** CE 09, CE 10

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### LEA Summary Budget and Expenditure Reports for LEA Title I Funds for EL Instruction

LEASmryBdgtELInstrn

**Description:** Summary budget/expenditure report which clearly identifies Title I funds spent by the LEA for Title III language instruction for EL students.

**Item Instructions:** CE 09: Specific to Title I, Part A resource code 3010.

**Related Items:** CE 08, CE 09

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## 2017–18 CE Program Instrument (Continued)

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### LEA Summary Budget and Expenditure Reports for Title I, Part A Services to Private Schools

LEASmryBdgtPvtSchl

**Description:** Reports identifying funds spent/to be spent on Title I, Part A services to private schools sorted by site, object, and resource codes. Evidence of LEA review and approval of these expenditures.

**Item Instructions:**

**Related Items:** CE 09, CE 15

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### LEA Title I Program Evaluation

LEATtlIPrgmEval

**Description:** LEA Program Evaluation to determine the effectiveness of programs and services funded by Title I.

**Item Instructions:** CE 18: Specific to Title I, Part A.

**Related Items:** CE 18, NorD 13

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### Local Board-Approved Policy and Procedures for Title I, Part A Comparability Requirements

CmprReqBrdApvdPlcy

**Description:** Actual board policy regarding Title I, Part A comparability with procedures for carrying out the policy.

**Item Instructions:**

**Related Items:** CE 11

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### Notification to Parents Regarding EL Students

PrntNtfctnELStdnt

**Description:** Parent notification letter of EL student status as determined by Title III.

**Item Instructions:** CE 08: Item not monitored if Title I funds are not used for English language acquisition program (LEA posts notice).

**Related Items:** CE 08

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## 2017–18 CE Program Instrument (Continued)

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### Paraprofessional Qualifications

PrprfsnlQual

**Description:** List of paraprofessionals in sample schools and how they meet professional standards. This must be item 21.0 a, b, or c. of the CE program instrument.

**Item Instructions:**

**Related Items:** CE 21

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### Parent Committee Meeting Agendas, Minutes, and Sign-In Sheets

PrntCmtMtgAgnd

**Description:** Parent Involvement Policy input from SSC and other groups, evidence of distribution of policy, and evidence of parent involvement activities, such as annual Title I meetings.

**Item Instructions:** CE 01: Evidence to show joint development of district-level policy.  
CE 02: Evidence to show joint development of school-level policy.

**Related Items:** CE 01, CE 02

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### Parent Evaluation of Parent Involvement Policy

PrntEvlPrntPlcy

**Description:** Results of parent satisfaction/involvement surveys or any other parent feedback or input that is used to evaluate the Parent Involvement Policy.

**Item Instructions:**

**Related Items:** CE 01

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### Parent Information and Activity Notices in English and in Appropriate Languages

PrntInfActvNtcLngs

**Description:** Parent involvement notices and LEA-or school-generated notices in each language spoken by 15 percent or more of students at each reviewed school.

**Item Instructions:** CE 07: Upload two to three examples of parent notifications in multiple languages.

**Related Items:** CE 07, NorD 07

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## 2017–18 CE Program Instrument (Continued)

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### Personnel Activity Reports (PARs)

PAR

**Description:** PARs for the agency and selected sites with positions funded with categorical program funds.

**Item Instructions:** CE 10: If applicable, PAR for each staff funded in part with Title I, Part A funds at the district level and at each reviewed school.  
CE 13: If applicable, PAR for each staff funded in part with Title I, Part A funds at the district level and at each reviewed school.

**Related Items:** CE 10, CE 13, FM 01, FM 03, HE 10, NorD 12

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### Position Control Report for All Title I, Part A Staff

PstnCntrlRpt

**Description:** Table of site staff at district and reviewed schools funded all or in part with Title I, Part A: include employee name, job title (spell out the entire title/position), funding, percentage of each funding source, and hours worked. Indicate the 15 percent administrative portion or the 85 percent required and allowable reservations.

**Item Instructions:**

**Related Items:** CE 09, CE 10, CE 13

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### Private School Affirmation

PvtSchlAfmtn

**Description:** Documents which demonstrates outreach efforts for private school consultation. Must be signed and dated by the authorized representative.

**Item Instructions:** CE 03: Signed communication from private schools stating that the consultation regarding Title I services took place.

**Related Items:** CE 03, ME 02, ITQ 06

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## 2017–18 CE Program Instrument (Continued)

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### Private School Program Description

PrvtSchlPgmDsc

**Description:** Contract or memorandum of understanding describing services to be provided with federal funds to private school students, parents and teachers.

**Item Instructions:**

**Related Items:** CE 03

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### Professional Development Activities, Agendas, and Evaluations

PDActvAgndEval

**Description:** Descriptive evidence of school level PD such as activity material, PD calendar, agendas, sign-in sheets, and evaluations for each reviewed school.

**Item Instructions:**

**Related Items:** CE 22

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### Records of Activities for Building Capacity for Parent Involvement

PrtInvmtActvRec

**Description:** Parent notices, invitations, and letters regarding parent involvement activities; parent surveys; Title I meeting agendas; SSC meeting agendas; or other parent activity material.

**Item Instructions:** CE 02: Show how the school increases the capacity of parents to assist their students in their education.

**Related Items:** CE 02

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### Records of SSC Peer Selections

RcrdPeerSelcSSC

**Description:** Any documentation which provides evidence of the nomination and peer selections of SSC members, including classroom teachers, other staff, parents, and—in secondary schools—students.

**Item Instructions:** CE 05: Provide ballots and other selection materials.

**Related Items:** CE 05, NorD 05

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## 2017–18 CE Program Instrument (Continued)

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### SARC Hard Copy Availability Notification

SARCHrdCpyNtfctn

**Description:** Notification indicating that the SARC is available in hard copy. This notification is generally in your Parent Handbook.

**Item Instructions:** CE 17: Some form of notification, such as a newsletter or flyer sent home to parents, that a hard copy will be made available upon request at the school site.

**Related Items:** CE 17, HE 11

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### School Accountability Report Card (SARC)

SARC

**Description:** The most recent SARC.

**Item Instructions:** CE 17: The most recent SARC for each reviewed school.

**Related Items:** CE 17, HE 11, ITQ 08, PE 01

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### School-Parent Compact

SchIPrntCmpct

**Description:** School-parent compact for each reviewed school and include school name in the document title. See sample school-parent compact at: <http://www.cde.ca.gov/ls/pf/pf/samplecompactachieve.asp>.

**Item Instructions:**

**Related Items:** CE 02

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### School Parental Involvement Policy

SchIPrntlInvIPcy

**Description:** Include school name in the document title. See sample school policy at: <http://www.cde.ca.gov/ls/pf/pf/schlparentinvolpolicy.asp>.

**Item Instructions:** CE 02: Upload school-level policy for sample schools.

**Related Items:** CE 02

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## 2017–18 CE Program Instrument (Continued)

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### School Site Summary Budget and Expenditure Reports for Title I

SchISmryBdgtExpndRptTtl

**Description:** For each sample school, upload Title I expenditure report sorted by object and resource codes.

**Item Instructions:**

**Related Items:** CE 09, CE 10, CE 22

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### Semiannual Certifications (If applicable)

SemiAnnlCrtfctn

**Description:** Semiannual certification for each staff funded entirely with Title funds at the district level and at each reviewed school.

**Item Instructions:** CE 10: Semiannual certification for each staff funded entirely with Title I, Part A funds.  
CE 13: Semiannual certification for each staff funded entirely with Title I, Part A funds.

**Related Items:** CE 10, CE 13, NorD 12

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## 2017–18 CE Program Instrument (Continued)

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### Single Plan for Student Achievement (SPSA)

#### SPSA

<b>Description:</b>	Current-year SPSA reviewed by the SSC. Identify school name for each SPSA. Include page references for each instrument item and fund source using the description on the document upload screen.
<b>Item Instructions:</b>	For a SWP only:  CE 05: Reviewed SPSA with SSC roster.  CE 06: Current-year SSC-reviewed SPSA for each reviewed school with the name of the school in the document title.  CE 09: Current-year SSC-reviewed SPSA for each reviewed school. Title I, Part A total must correspond to CARS and show alignment of Title I, Part A funds to SPSA goals, actions, and strategies.  CE 16: Provide a comment indicating page number and section in the SPSA that addresses the use of Title I, Part A funds to provide Early Childhood Education for children from low-income families.  CE 19: If the evaluation is included in the SPSA, please provide a comment indicating the page number and section.
<b>Related Items:</b>	CE 05, CE 06, CE 09, CE 16, FM 01, FM 02, FM 03, FM 05, ME 05, ME 13, NorD 05, Nord 06

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### Specific Program Modifications Based on Evaluation Results

#### SpcfcPrgrmMdfctnBsdEvltmRslts

<b>Description:</b>	Evidence of how programs have been changed as a result of the evaluation process (i.e., evaluation summary narrative, or other material showing the changes or modifications).
<b>Item Instructions:</b>	CE 18: Evidence showing the program changes/modifications to district-level activities (i.e., Required and Allowable Reservations).  CE 19: Evidence showing the program changes at school sites as a result of the annual evaluation.
<b>Related Items:</b>	CE 18, CE 19, NorD 13

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## 2017–18 CE Program Instrument (Continued)

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### SPSA Evaluation Reports and other Evidence

SPSAEvIntRpts

**Description:** In a SWP only, evidence used to determine which Title I SPSA actions and strategies are impacting student learning and performance. What's working or not working, and modifications made to improve services.

**Item Instructions:** CE 19: Upload the evaluation document completed by the SSC.

**Related Items:** CE 19, NorD 14

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### SSC Reviews SPSA

SSCRvwsSPSA

**Description:** For a SWP only, minutes and sign-in sheets that demonstrate review of the SPSA.

**Item Instructions:** CE 06: Actual minutes showing SSC review of the current-year SPSA for each reviewed school.

CE 19: Records (i.e., agendas, meeting minutes, sign-in sheets, etc.) of SSC's involvement in evaluating the effectiveness of Title I, Part A funded programs and services specified in the SPSA.

**Related Items:** CE 06, CE 19, NorD 06

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### SSC Roster with Membership Categories

SSCRstrMemCatgr

**Description:** For a SWP only, actual current SSC-reviewed roster with names and membership group such as parent, classroom teacher, etc.

**Item Instructions:** CE 05: If the roster is in the SPSA, identify the associated page.

**Related Items:** CE 05

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## 2017–18 CE Program Instrument (Continued)

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### TAS Program Summary

TASPrgrmSmry

**Description:** A brief narrative of the TAS program describing methods and strategies used to serve the identified students and how the TAS program coordinates with other programs at the school.

**Item Instructions:**

**Related Items:** CE 06, NorD 06

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### TAS Program Summary Expenditure Report

TASPrgrmSmryExpndRpt

**Description:** A brief summary expenditure report showing Title I funds spent on the TAS program at the school.

**Item Instructions:**

**Related Items:** CE 06, NorD 06

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### Third Party Provider Contracts and Invoices

ThrdPrtyCntrtlInv

**Description:** Third party contracts and/or invoices for school-level PD intended to benefit the reviewed schools.

**Item Instructions:**

**Related Items:** CE 22

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## 2017–18 CE Program Instrument (Continued)

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### Third Party Provider Contract, as Applicable

ThrdPrtyPrvdCntrt

**Description:** Third party provider contracts and invoices for PD and Title I services for private school students, their teachers, and families.

**Item Instructions:**

**Related Items:** CE 15

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### Timesheets or Equivalent Documents

TmeshtsDocs

**Description:** Timesheet or equivalent document for each staff funded all or in part with Title funds at the district level and at each reviewed school.

**Item Instructions:** CE 10: Timesheet or equivalent document for each staff funded all or in part with Title I, Part A funds.  
CE 13: Timesheet or equivalent document for each staff funded all or in part with Title I, Part A funds.

**Related Items:** CE 10, CE 13, NorD 12

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### Title I and Non-Title I Staff Duty Assignments

StfDtyAsgnmTtllNonTtll

**Description:** Title I TAS only, upload duty statements and staffing schedules for Title I and non-Title I staff. (SWP schools do not respond to this item).

**Item Instructions:**

**Related Items:** CE 23

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### Title I Program Description for Private School Students

TtllPrgmDscpPrvSchlStdnt

**Description:** Letter to private schools describing services, which must contain all elements of 3.1 (a)-(i) in the CE program instrument.

**Item Instructions:**

**Related Items:** CE 03

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